

## Updating Personal Information for your members

Click on CAP Personnel Information on right hand side

Enter the cap id and then use the TAB key to find the individual

Or

Enter first name and last name of the individual and click on the [Click to Search by Name](#) field

The screenshot shows a Microsoft Internet Explorer window titled "CAP Personnel Information - Microsoft Internet Explorer". The address bar displays the URL: <https://www.capnhq.gov/personnelinfo/editmbr.aspx?SID=88850C7B-7119-4DDD-87C6-037B15739BBE&AppID=50&AppName=CAP%20Personnel%20Information>. The page content includes a header "CAP Membership Personnel Information - Edit" with links for "eServices" and "Log Off". Below the header, there are three input fields: "CAPID:" with a text box and a "Press Tab to search" label; "First Name:" with a text box; and "Last Name:" with a text box. A "Clear All" link is positioned below the "First Name" field. A "Click to Search By Name" link is located to the right of the "Last Name" field. On the left side, there is a link for "Instructions". The Windows taskbar at the bottom shows the "start" button, several application icons, and the system clock indicating 8:45 PM.

The information for the member will be displayed  
 Edit at the bottom is used to update Date of Birth  
 Other choices are below the Name of the member  
 Address  
 Contact  
 Personal Characteristics

CAP Personnel Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.capnhq.gov/personnelinfo/editmbr.aspx?SID=88850C7B-7119-4DDD-87C6-037B157398BE&AppID=50&AppName=CAP%20Personnel%20Information> Go Links

Google Search Popups okay Check AutoLink AutoFill Options

**CAP Membership Personnel Information - Edit** [eServices](#) [Log Off](#)

[About This Page](#) Your search returned one member. This member's information has been entered for you below.  
 Use this page to view and edit CAP member personnel data.

Instructions [Clear All](#) [Click to Search By Name](#)

**Personnel Information For: Maj Skolnick, Jay**  
 General Information **Address Information** Contact Information Personal Characteristics

**Update Member Name:**

\* First Name MI \*Last Name Suffix  
 Jay [ ] Skolnick [ ]

If you would like a new membership card mailed to you, please check the box below.  
☐ Please send me a new membership card

Check the box below if you wish to receive Aerospace Education curriculum materials.  
 For a complete materials list, go to [www.cap.gov/ae](http://www.cap.gov/ae) and click on AE Curriculum Materials List under #2. Choose the materials you wish to use and email [kbaucum@cap.gov](mailto:kbaucum@cap.gov) your request.  
☐ AE Affiliate

If you do NOT wish to have your personal contact information released to CAP authorized third parties, please check the box below.  
☐ Make My Information Private

**\*- Denotes required fields**

**Current Member Information on File:**

Gender	Date of Birth	Rank	Type	Region	Wing	Unit	Joined	Expiration	
MALE	22 Oct 1961	Maj	SENIOR	NER	NY	109	24 Sep 1990	30 Sep 2006	<a href="#">Edit</a>

Done Internet

start In... C... n... e...

8:47 PM